



Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Donald P. Dunbar
Adjutant General

HS UASI Planning Position 2014

Grant Announcement

**Applications must be submitted through
Egrants on or before October 8, 2014**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 michael.jordan@wisconsin.gov
Budget/Fiscal:	Deb Hughes (608) 242-3236 deborah.hughes@wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS UASI Planning Position 2014

Description: This grant will pay a portion of the cost of a planning position and related costs in the City of Milwaukee Homeland Security Office. This position will coordinate regional planning for the Milwaukee Urban Area Security Initiative (UASI) region.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date:	October 8, 2014
Project Start Date:	January 1, 2015
Project End Date:	December 31, 2015

Anticipated Funding Amount: As approved by the 2014 HS Funding Advisory Committee, the dollar amount available under this funding opportunity is \$80,000.

Match/Cost Sharing Requirement: None

Eligibility: Only the City of Milwaukee is eligible as a sub-grantee for this funding.

Eligible Expenses: Funding may be used for personnel, employee benefits, travel/training, and supplies.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS UASI Planning Position 2014

Program Description

DMA will provide grant funds that will maintain a regional planning and coordination capability in the Milwaukee UASI region since the initiative was defunded after FY10. The UASI region encompasses five SE Wisconsin counties: Milwaukee, Waukesha, Ozaukee, Racine, Washington.

This grant will pay a portion of the cost of a planning position and related costs in the City of Milwaukee Homeland Security Office. This grant funding is supplemented by funding from the City of Milwaukee. The position for this project will continue to convene the Urban Area Working Group and facilitate coordination of training, exercising, and assessment of regional homeland security projects. This position will offer the region the ability to continue to capitalize on the gains made with grant funding for the UASI from FY2004- FY2010.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<http://emergencymanagement.wi.egranets.us/filecabinet/egranets-system-user-guide.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Applicant to enter the following into the performance measures section of the application and provide target numbers:

- Restructure UAWG in order to bring more private sector, for profit and CBO/FBO stakeholders to the table
- Re-focus UAWG, placing more emphasis on identifying existing assets, resources and relationships and matching them with needs
- Conduct quarterly UAWG meetings for purposes noted above
- Continue efforts to improve tablet-based damage assessment tool
- Oversee creation and training of Milwaukee-based damage assessment teams to be made available throughout SE Wisconsin
- Update/maintain SE WI CERT member registry
- Conduct 12-15 community outreach/training meetings annually
- Conduct simplified multi-discipline, public-private “talk through” tabletops in order to increase awareness/collaboration

Other performance measures may also be identified and quantified by the applicant, at their discretion.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be

based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

5. Project Narrative

Describe your program or project in detail, including what objectives will be accomplished.

6. Required Attachments

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

- ☐ Position Descriptions for each funded or partially funded position

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants you will need to provide the following:

1. This funding supports personnel for a limited term project to be completed during the grant period, and is not intended to support long-term staffing needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient.
2. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>
It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@wisconsin.gov
Telephone: (608) 242-3236